If you are using Internet Explorer to open Access Hayward and you are not able to do anything on it. Please follow these instructions:

- 1. On Internet Explorer open Access Hayward
- 2. Click on the little gear on the IE right top corner.
- 3. Select "Compatibility View Settings"
- 4. Uncheck the box "Display intranet sites in Compatibility View" at the bottom of the window.
- 5. Close the window

After that the window will refresh and Access Hayward will work as usual.

Thanks!

City of Hayward